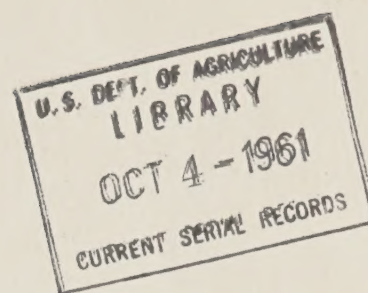


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ANNUAL REPORT
1959-60

GRADUATE SCHOOL
UNITED STATES DEPARTMENT OF AGRICULTURE
Washington 25, D. C.

ANNUAL REPORT

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UNITED STATES DEPARTMENT OF AGRICULTURE
GRADUATE SCHOOL
WASHINGTON 25, D. C.

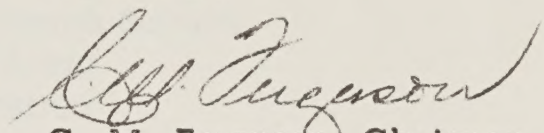
October 10, 1960

The Honorable Ezra Taft Benson
Secretary of Agriculture

Dear Mr. Secretary:

The General Administration Board submits herewith the Report of the Graduate School governing activities in the school year from September 1, 1959, to August 31, 1960. A brief report on finances is included.

Sincerely,



C. M. Ferguson, Chairman
General Administration Board

UNITED STATES DEPARTMENT OF AGRICULTURE
GRADUATE SCHOOL
WASHINGTON 25, D. C.

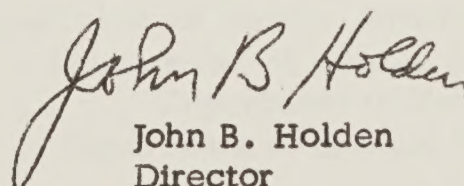
August 31, 1960

Mr. Clarence M. Ferguson, Chairman
General Administration Board

Dear Mr. Ferguson:

I submit herewith the annual report of the United States Department of Agriculture Graduate School for the year ending August 31, 1960.

Sincerely,



John B. Holden
Director

UNITED STATES DEPARTMENT OF AGRICULTURE
Ezra Taft Benson, Secretary of Agriculture

GRADUATE SCHOOL

General Administration Board

Clarence M. Ferguson, B.S.A., Assistant Secretary
Ernest C. Betts, Jr., Director of Personnel
C. O. Henderson, M. S., Chief, Employee Performance and Development,
Office of Personnel
R. E. McArdle, Ph. D., Chief, Forest Service
True D. Morse, B.S.A., Under Secretary of Agriculture
Max Myers, Ph. D., Administrator, Foreign Agricultural Service
Ralph S. Roberts, LL.M., Administrative Assistant Secretary
Byron T. Shaw, Ph. D., Administrator, Agricultural Research Service
C. N. Shepardson, M. S., Governor, Federal Reserve Board
R. B. Tootell, M. S., Governor, Farm Credit Administration
Oris V. Wells, B. S., Administrator, Agricultural Marketing Service

Officers

John B. Holden, Ph. D., Director
Edmund N. Fulker, M. S., Assistant Director
Constance G. Coblenz, M. A., Registrar
Ruth O. Carlock, B. A. Administrative Officer
Vera E. Jensen, Information and Library Services
Timothy E. Smith, M. A., Counseling Service
Dwight L. Myers, Treasurer
Foster E. Mohrhardt, M. A., Librarian

Graduate School Council

E. L. LeClerg	Department of Biological Sciences
E. J. Peterson	Department of Correspondence
J. Kendall McClarren	Department of Languages and Literature
B. Ralph Stauber	Department of Mathematics and Statistics
Henry A. Donovan	Department of Office Techniques and Operations
Henry Stevens	Department of Physical Sciences
John H. Thurston	Department of Public Administration
Bushrod W. Allin	Department of Social Sciences
J. P. Schaenzer	Department of Technology
Henry G. Herrell	Department of Special Programs
John B. Holden	Chairman

REPORT OF THE U. S. DEPARTMENT OF AGRICULTURE
GRADUATE SCHOOL
1959-60

This past year has been marked by:

1. A large enrollment in after-hours courses and correspondence work.
2. Two challenging lecture series: "The International Age in Agriculture" and "The Influence of Social, Scientific, and Economic Trends on Administration (another in the Jump-McKillop Memorial Lecture Series on Public Administration.)"
3. The publishing of the "International Age in Agriculture" lecture series.
4. A vigorous effort through a faculty workshop, our newsletter, monthly luncheons, and annual faculty dinner to evaluate and improve our teaching efforts.
5. Significant additions to our program designed to meet the changing educational needs of individual students and government agencies under the New Federal Training Act.

One of the most rewarding aspects of the past year has been the good will, advice and assistance which we have received from the administration board, committee chairmen, members of the faculty, and friends of the School. The success of the Graduate School depends largely on the volunteer efforts and support of the many persons associated with its operation. For their help we are grateful, for without this cooperation our program could not progress. The student body also deserves our thanks for supporting the administration of the program by demonstrating enthusiasm for their courses and confidence in their instructors. A special vote of thanks goes to the many employee development officers and administrative officers who have referred their employees to our program.

ORGANIZATION AND STAFF CHANGES

There has been no change in the membership on the General Administration Board. The Graduate School Council has been changed with the appointment of Mr. Henry G. Herrell as head of the new Department of Special Programs.

THE REGULAR EVENING PROGRAM

The regular program of evening courses has been the backbone of our educational work since the origin of the School in 1921. It continued strong during the 1959-60 academic year, attracting more than 7,200 course registrations, representing about 5,500 individual students in the fall and spring semesters and the summer session. Registration in the fall and spring semesters was about 200 course registrations less than in the previous year, but the summer session saw an increase. There were 3,873 course registrations in the fall semester, 2,712 in the spring semester, and 662 in the summer session.

During the year, our students were registered in 395 different resident evening courses. They covered an extraordinarily wide variety of subjects, ranging all the way from space science and nuclear reactors to shorthand and office techniques. These courses were planned to provide the deepest and broadest possible service for our students.

THE SPECIAL PROGRAM

The Graduate School has just completed its first year of assisting federal agencies through special daytime courses, workshops, institutes and related offerings. Over seven hundred were enrolled in eighteen courses. Most of these were federal executives from sixty-two different bureaus and agencies. Two Management Development Programs for Federal Executives; two seminars in Automatic Data Processing for Federal Executives; one Contract Negotiation Institute for Washington and field contracting officers; and a course in Technical Writing were completed

Our Reading Improvement Program has had a full year. Seventy courses were offered in our reading center. For the first time, reading training was conducted outside of our center; two courses were conducted at Beltsville, and a reading course was started at Small Business Administration. Our daytime reading courses were also opened to employees from other federal agencies. Agencies sending representatives included Federal Bureau of Investigation, Labor, Office of Education, Public Health, Food and Drug, Interstate Commerce Commission, and Small Business Administration.

Response to our special programs has been so gratifying that we plan to double our activities in the coming year. To accomplish this the Board approved the addition of three new staff members.

THE CORRESPONDENCE PROGRAM

The correspondence program of the Graduate School was not only widely accepted in the United States, but aroused considerable interest in many other parts of the world. Students from as far as Laos and Cambodia on one side of the globe, and Argentina and Brazil on the other, sought education in the 20 courses provided in our correspondence program. It should be noted that the 1,500 students registered

in our correspondence courses were in the main United States Federal Government employees, whether at home or abroad.

This year, three new courses were added: Federal Personnel Procedure, Plain Letter Writing, and Directed Change in Contemporary Cultures.

The course in contemporary cultures was tailored to the special needs of foreign service employees of the International Cooperation Administration. A reassuring reaction from this course was the enthusiasm and dedication it yielded from new personnel working in the developing countries. This course also attracted an unusually high quality of student.

Concentrated attention was devoted to disseminating information about the program to all Federal departments and agencies with field employees. In fact, the reactions provided a number of suggestions from outside that should prove fruitful and lead to the development of additional correspondence courses.

Finally, the whole program was reviewed and in part revised to streamline and modernize the older courses. There was clarification of material that experience had indicated needed modification.

PUBLIC LECTURE SERIES

During the year, two series of lectures were conducted by the Graduate School, (1) The International Age in Agriculture which was chaired by Assistant Secretary Clarence L. Miller and (2) The 1960 Jump-McKillop Lectures in Public Administration, chaired by Ralph S. Roberts, Administrative Assistant Secretary.

The International Age in Agriculture series of lectures included:

- | | |
|-------------|--|
| October 7 | Food for Peace
Dr. Donald Paarlberg, Special Assistant to the President |
| October 15 | Technical Assistance Programs in Agriculture - International and Regional
Dr. Norman C. Wright, Deputy Director -General, Food and Agriculture Organization |
| October 21 | World Agricultural Market - Opportunities and Limitations
Dr. Max Myers, Foreign Agricultural Service |
| November 4 | Agriculture and Assistance Programs of the Sino-Soviet Bloc Countries
Mr. Thomas C. Mann, Assistant Secretary, Department of State |
| November 18 | Helping Other Countries Improve Their Agriculture
Dr. D. A. FitzGerald, Deputy Director for Operations, International Cooperation Administration |

The Jump-McKillop Memorial Lecture Series included:

- | | |
|----------|---|
| March 9 | A Philosophy for the American Public Executive
Dr. Harlan Cleveland, Dean, Maxwell Graduate School of
Citizenship and Public Affairs, Syracuse University |
| March 16 | Influence of Social Trends on Administration
The Honorable Byron L. Johnson, Congressman, Colorado |
| April 6 | Influence of Economic Trends on Administration
Dr. Karl Brandt, Member of President's Council of Economic
Advisers |
| April 13 | Influence of Scientific and Technological Trends on Admin-
istration
Dr. Charles J. Kidd, Chief, Office of Program Planning,
National Institutes of Health |
| April 19 | Promoting Administrative Vitality
Dr. Marshall Dimock, Professor of Government,
New York University |

THE GRADUATE SCHOOL PRESS

The 1959-60 lectures have resulted in two publications. THE INTERNATIONAL AGE IN AGRICULTURE was published in May 1960. Three thousand copies were printed and 1,534 copies had been sold by August 31, 1960. The majority of these were purchased by the Department of Agriculture, Department of State, and International Cooperation Administration.

The 1960 Jump-McKillop Memorial Lectures in Public Administration is at press. Two thousand copies will be printed and because of the caliber of these lectures, this publication is expected to be as popular as the previous ones in this series.

SUPPORTING SERVICES

The Graduate School Bookstore:

The Bookstore continues to operate as a service to the students, the faculty, and the committee members. The increase in enrollment and programs has increased the demands for this service. To better serve the students registered for courses and the National Institutes of Health and Beltsville, we have initiated a mail order service. This has proved to be a most satisfactory arrangement to the student and to the Graduate School.

The Graduate School Library:

An inventory was taken this summer to remove from the Graduate School Library Collection all books no longer used as references. This will result in the disposal of approximately 500 volumes, and will provide space for the new books added to the Collection.

INSTRUCTION IMPROVEMENT ACTIVITIES

Faculty Luncheons were conducted during the year with discussions covering a wide range of topics designed to broaden the interests and knowledge of faculty and committee members and to improve instruction and promote fellowship and personal identity with the Graduate School.

In January, a Faculty Workshop on "How We Learn" was conducted at the National 4-H Center. All who attended and participated were very enthusiastic as to its benefits. The proceedings were mimeographed and distributed to those faculty members unable to attend and to others interested in the Graduate School.

Monthly Newsletters continued to be published to keep the faculty and others appraised of the activities of the school. A few pictures were added for variation and emphasis.

An annual dinner meeting for faculty and committee members was given at the Press Club to launch the new school year. Nearly 300 attended as guests of the General Administration Board. Dr. Chauncey D. Leake, Assistant Dean and Professor of Pharmacology in the School of Medicine, Ohio State University, was the guest speaker. Twenty-year Length of Service Awards were given to faculty members and certificates of accomplishment were given to deserving students. The faculty members receiving the twenty-year awards were Dr. Bushrod Allin, Dr. F. V. Waugh, Dr. Wylie Goodsell, and Mr. Morris Hansen.

FINANCIAL STATEMENT

Two years ago, in the 1957-58 Annual Report, an increase in faculty compensation of 25 per cent was recognized as being highly justified. As a result of this suggestion, faculty salaries were increased 10 per cent effective September 1, 1958, (from \$100 to \$110). This increase was accomplished without changing fees to the students. An increase in faculty compensation from \$110 to \$125 is recommended for the school year 1961-62. It may be necessary to increase fees to bring them more nearly in line with those established for other evening classes in the area.

The Graduate School, during the current school year, continued to strengthen its financial condition. During the last two years a number of changes have been made in the office in order to provide more adequate facilities, needed new equipment has been purchased, pay increases have been made to match the Government pay raise, and employee insurance and health benefits have been added. However, notwithstanding these added expenses, the Graduate School again shows a nice balance of income over expenditures.

The Graduate School has been constantly increasing its net worth, as shown below. The net worth as of August 31 for the last six years is as follows:

1955.	\$152,454.97
1956.	162,169.08
1957.	185,009.90
1958.	209,170.47
1959.	222,756.73
1960.	239,018.99

A LOOK AHEAD

In addition to continuing our goals of last year, we are focusing on the following goals:

1. To increase student participation in certificate programs.

We are taking a careful look at our present certificate programs. Interested students are being identified. It may be necessary to change some of the programs, others may be dropped and new ones added. A new certificate has been inaugurated in Library Techniques.

2. To expand special programs to meet changing needs.

We are receiving many requests for special programs. One of our problems here is to establish the proper priority in program selection. It is essential for us to determine the need, inventory the resources and select those programs in which we are competent to perform high quality educational service.

3. To explore the ways of extending our program in the area of liberal adult education for selected Federal employees.

Our third goal is difficult because it is easier to be concerned with specific professional and technical education than with general liberal adult education. It is an area in which motivation is not so high, therefore it is our plan to explore liberal adult education on a limited and selected basis. Currently it is our tentative plan to incorporate such a program as a supplementary feature of our spring lecture series which is to be on International Affairs.

